

U. S. BANKRUPTCY COURT  
Northern District of Oklahoma  
Announcement Number: FY06-002

Position: **IT Administrator**

Area of Consideration: **All Sources - Nationwide**

Location: **Tulsa, Oklahoma**

Salary Range: **\$40,433-\$78,755, depending on qualifications and experience (CL 27 or CL 28)**

Closing Date: **When filled. To ensure consideration, submit resume or court application by 4:30 p.m. on Friday, December 9, 2005.**

The United States Bankruptcy Court for the Northern District of Oklahoma has jurisdiction in an eleven-county region. The Court's only office has 20 employees, two judges and their chambers staffs. The IT Administrator is a member of the automation team and will report to the Systems Manager.

**Position Overview:** The incumbent is responsible for maintaining Unix/Solaris/Linux Operating Systems and Informix Database and CM/ECF. Incumbent assists in the development and implementation of short and long range automation improvement plans for the Court, ensuring that changes can be implemented with minimal disruption to the work of the Court. As a member of the automation team, the successful candidate will work with other members of the automation team to manage execution of automation plans for major automated systems and to establish training in system use and capabilities. Incumbent will perform testing, establish procedures, and devise security systems for hardware, software and data.

**Requirements:** Candidates must possess a minimum of three years specialized experience related to the technical aspects of systems analysis, implementation, integration, and management. The successful candidate will have demonstrated technical knowledge and expertise in the areas of Unix/Solaris/Linux Operating Systems and relational database. This position requires familiarity with report writing using third party packages or SQL. Candidates must also have a performance history that demonstrates strong organizational, prioritization and problem solving abilities. The successful candidate must possess the ability to communicate effectively both orally and in writing.

**Preferred Qualifications:** Good knowledge of PERL, Java and HTML. Familiarity with Visual Basic or other visual programming language. Windows 2000 server environment familiarity is beneficial. Preference will be given to individuals who have a proven record of stability and productivity.

**Federal Benefits include:**

- Ten paid holidays a year
- Paid annual leave in the amount of 13 days per year (increases after 3 years of federal

- service)
- Paid sick leave in the amount of 13 days per year
- Optional participation in a choice of subsidized Federal Employees Health Benefits Plans with pre-tax deductions
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Optional participation in a flexible spending pre-tax program for Dependent Care and Medical Care
- Retirement benefits
- Thrift Savings Plan including investment options and matching benefits
- Parking provided

**Information for Applicants:** This position is regular, full time. Employees of the U. S. Bankruptcy Court are Excepted Appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification (Civil Service) system. Positions are classified and graded by the Court Personnel System. Direct Deposit of pay is mandatory. Employees are required to adhere to the Code of Conduct, which is available to review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available to review upon request. As a condition of employment, an FBI Background Check or Investigation and a NCIC check are required. Selection for this position is contingent upon proof of U.S. citizenship.

**How to Apply:** To ensure consideration, please apply by December 9, 2005.

Resumes/applications can be mailed to:

Personnel Officer  
U. S. Bankruptcy Court  
Office of the Clerk  
224 South Boulder Ave, Room 105  
Tulsa OK 74103

Resumes/applications will also be accepted by fax at (918) 699-4045 or by e-mail to:  
Charlotte\_Griggs@oknb.uscourts.gov

The application for Federal Employment can be found at: [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov).

For questions about this vacancy announcement please contact Charlotte Griggs, 918-699-4075.

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